



Town Council Meeting Minutes
January 5th, 2022 @ 7:30 pm
VIA TOWN HALL & CONFERENCE CALL

Town Meetings have returned to an in-person format. Residents may choose to attend meetings in person or via electronic means. Townsend Town Hall will be available to the Town Council and those of the public wishing to attend in person. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

7:30 pm

- I. **Call to Order:** The meeting was called to order at 7:30 p.m. by Councilman Ed Dugan.
- II. **Opening Ceremonies:**
 - a. *Roll Call:*
 1. The following Council and staff were present with electronic access available for guests: Councilman E. Dugan, Councilwoman E. Clarke, Councilman J. Mertz, Councilman S. Lobdell, Town Manager A. Mangeri, Deputy Town Manager/Town Clerk A. Tantillo, Financial Officer J. Helms, Police Chief R. Longo, Town Attorney F. Townsend, and Town Engineer E. Van-Otoo.
 2. Mayor P. Miller was unable to attend the meeting, so the most Senior Council member, Councilman E. Dugan led the meeting.
 - b. *Pledge of Allegiance:*
 - c. *Recognition of Visitors:* Present guests included previous Townsend Mayor Thomas McDonald.
 - d. *Announcements:* TM Mangeri announced that the Town has moved all meetings to virtual meetings, as the Governor has issued a State of Emergency due to the COVID-19 pandemic.
- III. **Adoption of Agenda**
 - a. *CM Mertz made a motion to accept the January 5th, 2022, Town Council Meeting Agenda. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- IV. **Approval / Rejection of Minutes**
 - a. **Approval/ Rejection of Council Minutes from the November 3rd, 2021, Town Council Executive Session Meeting.**
 1. Deputy TM/ TC Tantillo advised that the Executive Session meeting minutes would be forthcoming and a vote on the minutes should be held until the next Town Council Meeting. CM Dugan tabled this vote.
 - b. **Approval/ Rejection of Council Minutes from the December 1st, 2021, Town Council Meeting.**

1. *CM Lobdell made a motion to approve the Council Minutes from the December 1st, 2021, Town Council Meeting. CM Mertz seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*

V. Townsend Police Department:

- a. Chief Longo presented information on his activities since the last Town Council Meeting. Items included the

VI. State Police:

- a. An update on December 2021 activity.

1. Deputy TM/ TC Tantillo provided the report as prepared by DSP. There was a total of 46 incidents during the month of December which included five domestic related incidents, seven criminal investigations which were related to theft, natural death, and criminal mischief. There were 34 noncriminal related incidents and no significant incidents in the month of December. There were 14 collision incidents in December, 13 traffic citations, and 14 traffic warnings.
2. DSP provided an additional 25.5 hours of additional directed patrol resources during the month of December.
3. Deputy TM/ TC shared that Lt. Popp addressed concerns relating to the stop sign near the Townsend Municipal Park, with DSP. DSP was asked to be visual within the park to deter potential criminal activity and to address people running stop signs by issuing citations.

VII. Townsend Police Department:

- a. Chief Longo provided the following report of his activities during the month of December. Chief Longo met with Under/Comm (undercomm.com) the state recommended and utilized contractor, for running/checking the wiring and adding a patch panel in the network closet for our equipment. The Town is Awaiting quote.
- b. DELJIS has reached out to DTI and have begun the process to order the VPN appliance that we will need. DELJIS will purchase and bill the Town.
- c. The police secured laptops are completed at DELJIS, he is awaiting pick up call.
- d. Chief Longo is waiting response on court video phone system for the Police Department
- e. The uniforms and badges are in.
- f. Chief Longo has obtained two donated desks from the state.
- g. Chief Longo attended the Office of Highway Safety Grant Training. The Town is now eligible for future grants from OHS.
- h. Chief Longo completed the letter and paperwork to State Homeland Security office requesting a waiver on the three-year requirement for grants. This will be discussed later in the meeting.
- i. Chief Longo worked to obtain the title for the Towns police car which is at shop for the repairs, as previously approved. The Town continues to wait for state surplus vehicles which are delayed because new vehicles are backordered because of chip shortage.
- j. Chief Longo met with the Delaware Accreditation Standards liaison and has begun setting up files in accordance with standards.

- k. Much of the equipment has come in or is ready for pickup. The Town has saved approximately \$63,978.12 on the equipment obtained through purchase and donations.
- l. Chief Longo shared that he had a plan that could save fund while increasing patrol coverage for our community. Efforts will be made to review the recommendations with the Finance Committee and Public Safety Committee when schedules permit.

VIII. Mayor's Report:

- a. No report.

IX. Reports:

a. Town Attorney Fred Townsend III

- 1. TA Townsend shared that he has worked with the Town administration to answer a question about snow removal responsibilities in subdivisions. Additionally, he has helped to prepare the Town for an upcoming meeting regarding sewer facilities.
- 2. TM Mangeri advised that the HOA for TVI, is forming. There are appointed board members, but they have not yet selected officers. They were under the impression that all areas were turned over to the Town, which is why they did not plow. There is also confusion between the property management company, HOA, and developer as to whether or not the administration has been transferred over to the HOA, the HOA was not familiar with the responsibility to plow and maintain public areas per the 2006 agreement. They are now aware and have plowed the area after conversation and have agreed that they are responsible for maintaining the public areas and are working to establish their board. They will be billed directly from the contractor. TM Mangeri reviewed the area and it is plowed and the issue should be resolved.

b. Town Engineer Edwin Van-Otoo

- 1. An update on Town Engineering Projects.
 - a. TE Van-Otoo advised regarding TVI and TVII, that TVI punch list items regarding concrete work were supposed to be finished, but due to the weather, they were not able to be completed. TE Van-Otoo has reached out to Mr. Allen, and this will likely take place sometime in the spring.
 - b. Regarding the Woods at Hidden Creek, they were in the process of adding the subbase for the roadway, but there was a delay due to the shipping and snow. TE Van-Otoo is awaiting an updated schedule.
 - c. Regarding the Route 71 and Karins Blvd project, this will be underway in the spring. Contracts will be signed, and a start date will be selected.
 - d. The Surface Water Matching Planning grant is awaiting to be started as Council will need to decide on whether or not to proceed on the grant, as there are matching funds that need to be appropriated for the grant.
 - e. Regarding the Wastewater Feasibility study, which is underway, there are meetings with New Castle County and DNREC set up in the near future and details of the report are forthcoming.
 - f. As discussed at the previous Town Meeting regarding the solar array at Town Hall, TE Van-Otoo has received additional information regarding the

payback period on the nine-panel solar array. On average, in a typical year, the Town is charged about 14 cents per Kilowatt hour for electricity. Due to COVID and being out of the office, the numbers were lower than average, so TE Van-Otoo also reviewed data from 2019 and 2020, to get a target range. Typically for a six-month period, the Town would pay between \$1,000 to \$1,200 and a year could be between \$1,700 to \$2,400. For 2020, there was less usage due to the pandemic. With the one array behind Town Hall, the Town could save about \$826, with one array. The addition of more panels would further increase the cost savings. The proposal from advanced solar for repairs could take about seven years for the reductions to see the return on the investments. Costs could decrease, but also increase with the costs to repair and add additional panels.

- g. CM Lobdell asked if the Ginn St sidewalk could be repaired by contractors doing other work, such as Route 71 and Karins. TM Mangeri shared that due to the weather, it has not yet been able to be scheduled, but if the work could be done by a contractor already doing work, that could be explored.
- h. CM Mertz asked about the tabled solar panel array vote, due to wanting to obtain additional votes and asked if additional quotes were obtained. TE Van-Otoo advised that they had not yet been obtained as Council was awaiting the discussion of cost savings of the panels, which he presented. Additionally, there are options to replace the panel or repair the existing panel. TM Mangeri advised that the conversation was to get additional quotes and to see if the pursuit of additional panels would be worth it in terms of cost savings. Additionally, TM Mangeri shared that the ROI could be less than seven years if the capacity of the panels was doubled with new equipment.
- i. CM Mertz asked if additional quotes could be pursued from at least two more vendors. Deputy TM/ TC Tantillo asked CM Mertz to clarify what quotes he would like. CM Dugan shared that he would like to receive quotes for newer equipment as it would not make sense to make repairs to an obsolete system, TM Mangeri agreed. TE Van-Otoo shared that he would pursue the quotes. He asked if the Town wanted to utilize the existing structure or if the Town would like to consider adding additional structures. CM Dugan shared that he believed the Town should consider enough panels to cover the amount of electricity used and could consider adding additional units. CM Mertz agreed to look into additional units and asked if they could also be placed on the roof. TM Mangeri advised that due to the historic nature of the building, they would not be allowed on the roof, but he would look into it.

c. Town Manager

1. Status update on the COVID-19 pandemic.
 - a. TM Mangeri shared that due to a sharp increase in COVID-19 cases both in our Zip Code and statewide, Town Hall has been closed to the public. Business can be conducted online and via telephone. Residents can also

drop off any applications and forms to the Town Hall drop box located to the side of Town Hall at the entrance to our parking lot.

- b. Staff remains available to meet resident's needs. Staffing of Town Hall has been reduced with staff working remotely as well as in Town Hall on a staggered basis to manage the risk of spread of this disease. Per guidance from the State and the CDC, all staff and Council visiting Town Hall are to wear face covering and maintain social distancing regardless of vaccination status. The only exception is staff working alone in their work area.
 - c. Unvaccinated Delawareans ages 12 and older are urged to get vaccinated as soon as possible to protect themselves from infection and serious illness. Find a vaccination site: www.de.gov/getmyvaccine
 - d. Regarding Covid cases in the state and in the 19734-zip code; the percent of persons testing positive has sharply risen since last month. In the beginning of December, the average of those testing positive was 47%. As of January 4, 2022, the average is 76.8% over a -day average.
 - e. Within the 19734-zip code, there were 341 new cases in the past seven days. This is a significant increase from last month when there were 49 new cases reported in the seven days prior to the December town meeting.
 - f. There is now a reported average of 48.7 new cases daily. This is up significantly from the 7 new cases daily reported last month. The death toll in our zip code has not changed and remains at 20 lives lost to this Pandemic.
 - g. Regarding vaccinations: Delaware Public Health is reporting in the 19734-zip code, 74.1% of the total population in the 19734 Zip Code is vaccinated with at least 1 dose; with 70.3% fully vaccinated.
 - h. Based on the information available to the Town, it is my recommendation that Town Hall remain close to all but essential staffing until at least the February 2022 Town Council Meeting. This allows staff to coordinate to meet residents needs while assuring health and safety standards are met. Face coverings must be worn by all in Town Hall.
2. A report on Town Administrative activities.
- a. TM Mangeri shared that renovation of the upstairs conference room is underway converting the space to two offices for staff. Furniture has been ordered and has begun to arrive. A significant amount of furniture has been received and we are in the process of placing the furniture in the room. The office will have two L shaped desks with hutch, multiple low rise file cabinets and an end cap file cabinet. We are also ordering blinds for the 11 windows. One desk and hutch are set up and the other is in process.
 - b. In addition to the office furniture, we have purchased computers, printers and monitors for the two new workstations as well as for the Police Department operations. We have begun receiving these orders and are in

the process of assigning the equipment and working with our IT contractor to image the computers and set up the network.

- c. Regarding the Police Department, Chief Longo continues to work to establish our newest department. Chief Longo and the Town Manager have been working to secure quotes for various needs and have begun to purchase equipment. A 2012 Dodge Charger has been purchased from the Town of Cheswold for \$5,500 and is currently receiving necessary repairs.
- d. Regarding the Ginn Street sidewalk, this project is on hold until the Spring. The Town Manager met with the contractor. The grant funds provided previously for this project may be used for this work. The estimate to replace the vandalized sidewalk is \$800.00. We continue to work with the contractor to see if there is a method to reduce cost and to schedule a time for the work to be performed.
- e. Authorization to begin the work at Route 71 and Karins Blvd. has been executed by the Town Manager. The Town Engineer is coordinating with the contractor to find an appropriate time to begin work, weather permitting. This will begin in the spring, as advised by the Town Engineer, due to the lead time needed to order the inlet. The Town has received the letter of award for a \$70,000 Community Redevelopment/ Reinvestment Grant for the repair of the interchange of Karins Blvd. and Route 71. The Town Engineer worked to secure bids for the work. Work will include the restoration of the storm drain in the area.
- f. Mr. John Robitaille will begin work on January 11th as the Town's code official. John will take over building inspection and code enforcement from our engineering firm RVE. We will be scheduling meetings with the town engineer and staff to determine a division of work that is appropriate based on John's credentials. TM Mangeri shared that he believes having a Code Official in Town will provide significant savings and substantial increase in code enforcement and compliance activities.
- g. TM Mangeri has reviewed applications for the Public Works Supervisor position. He has contacted those who have the minimum qualifications and will be scheduling interviews.
- h. The Town has received the PLUS Review comments and these comments have been forwarded to the Planning Commission and Land Use Committee. The town engineer has revised the annexation map that was previously developed. The map now is coded to reflect properly the potential properties for annexation over the next 10 and 20 years. The Town has not received comments from Middletown nor Odessa.
- i. Renovations to the Old Town hall have been completed. The area has been inspected by the state who conducted a walkthrough with Chief Longo. There are additional modifications that need to be made that are minor in nature what will add to both physical and digital security.

- j. Town Manager continues to work with the engineer to develop a scoping plan which will define the scope of activities over the next two years for this Grant. The grant is for a 50% match, up to \$50,000. The scope of work for this project is estimated at \$148,252.50.
- k. The total cost of the proposed project to be approved by Council will be \$148,252.50 with the DWIAC funding \$50,000 through a Surface Water Matching Planning Grant. The Town received formal notice of the award and will now work to scope the specifics of the work and prepare a proposal to Town Council. This grant is for a two-year period.
- l. This is a \$50,000 grant for the Town of Townsend (Town) for planning the Townsend Stormwater Management Study which will provide a master stormwater and drainage plan for the Town and include a preliminary hydraulic engineering study and analysis to improve and/or retrofit existing stormwater infrastructure that is no longer adequate.
- m. The Townsend Stormwater Management Study will be divided into three phases:
 - 1. Development of Geographic Information System (GIS) Stormwater Infrastructure Management Mapping Database for the Town of Townsend. And televised inspection of existing stormwater pipe.
 - 2. Cleaning and repair of existing storm sewers.
 - 3. Hydraulic study and analysis of existing stormwater infrastructure.
- n. The Deputy Town Manager/Town Clerk and the Town Manager continue to work in the annexation of two properties. TM Mangeri has been notified that the New Castle County Attorney is preparing the resolution for the County Council vote which is pending. Mr. Michael J. Sparco's request to annex parcel 1401600047 located at 6170 Summit Bridge Road and the request to annex parcel # 1401600002, located at 113 Money Road, Townsend, DE, are being processed. Annexation of these properties will be pending action by New Castle County. Mr. Nicholas Vavala of R. Short Roofing, Parcel # 1401600068, 6091 Summit Bridge Road has requested annexation, and this is being processed at this time.
- o. The Town Manager received a call from the County Financial Officer to discuss issues with reimbursements. We continue to review options to reimburse the Town for police services and expenses related to reimbursement of the Town for actions to establish a municipal police department. Additional reimbursements are pending. It is possible that the County will approve the reimbursements and provide the Town funds shortly. TM Mangeri shared that he is hoping for a full reimbursement for Town activities up to December 31, 2021.
- p. The Town continues to secure information on how ARPA funds can be used. Ms. Helms continues to work with partnering organizations, the Town auditors, the County, the State, the Town Manager, and the Deputy Town Manager/ Town Clerk to review the regulations on how the funds can be spent. TM Mangeri shared that the Town anticipates much of the grant will be used to support the development of a waste treatment

facility for the Town. This is pending the results of the Wastewater Treatment study.

- q. TM Mangeri shared that a snow Emergency was declared on Monday January 3, 2022, to allow for the safe and efficient snow removal from Town streets. The snow ended at approximately 1 pm and fell, at times, at a rate of 1 to 2 inches an hour. Snowplow operations began as snow was stopping, and most streets were plowed by 7 pm. There were two areas that were not plowed due to a misunderstanding of the HOAs. The Town plowed one area to expedite clearing the road while crews were onsite. TV1 along Edgar Road loop, Helen and Katlyn drives were not plowed until Tuesday Morning. The property management company coordinated with the developer to have the area plowed. We will coordinate with the HOA's for plowing should it be needed in the future.
 - r. TM Mangeri shared that, as Council is aware, he has provided his 30-day notice to the Mayor and Council. This is his last report to Council. His last day is scheduled to be January 14, 2022. I will remain available after that date to assure a smooth transition. I will continue to work with Antonina Tantillo to transition activities.
 - s. TM Mangeri thanked Council for the opportunity to improve our community. He shared that the Town has achieved much, and he envisions a strong future for the Town.
 - t. TM Mangeri shared that during the month of December, there were 9 contractors licenses issued and two rental licenses issued. Additionally, there were six permits issued, two permits closed and issued certificated of occupancy, eight permits closed and issued final approval letters, and ten inspections completed. Additionally, there was one complaint received during the month of December, regarding trees hanging over a property over the neighbor's yard. TM Mangeri called the owner of the property with the hanging trees to advise, unfortunately there was no response from the homeowner, but he will continue to follow up.
 - u. CM Mertz thanked TM Mangeri for his service to the Town.
 - v. CM Mertz asked for an update on the Council chrome books. TM Mangeri advised that they are being set up and could be distributed to Council. They will not be on the Towns network but will have internet. TM Mangeri also looked into Google accounts for the devices, but the costs were quite high.
 - w. CM Mertz asked if some of the Town streets were taken care of by New Castle County. TM Mangeri advised that Commerce, South, and Main Streets along with Railroad Avenue and Wiggins Mill are taken care of by the state.
3. **ACTION ITEM:** Discussion and possible vote on Resolution 2022-001, A resolution to authorize application of the State Aid to Local Law Enforcement (SALLE) or Emergency Illegal Drug Enforcement (EIDE) grant reimbursement agreement
- a. TM Mangeri advised that the Town has an opportunity to apply for grants. There is typically a three-year period where police departments

must wait three years to be able to apply. The Town has been asked to put together a resolution and sign an application by all Council members, which authorizes the application for the grants. Chief Longo explained that SALLE could be used to purchase equipment and EIDE needs to be related to drug crimes and combatting drug crimes. This could be used to increase patrol related to combating drug crimes. TM Mangeri asked if the grants have match requirements and Chief Longo advised that there is no match requirement, but each municipality would be designated a certain amount of funds. The resolution allows for the application of the grants.

- b. CM Dugan further explained that the application would require funds to be repaid by the Town in the event that the police department would cease within three years. TM Mangeri confirmed that this is what the application is for and that the fact that the Police Chief has been given a three-year contract, bodes well in addition to the fact that the Town is reconstituting the police department.
- c. CM Dugan shared that he is hopeful that the residents will see the benefit of the reconstitution of the police department.
- d. Deputy TM/ TC Tantillo provided a reading of Resolution 2022-001 A Resolution to authorize the application of the State Aid to Local Law Enforcement (SALLE) or Emergency Illegal Drug Enforcement (EIDE) grant Reimbursement agreement.
- e. *CM Mertz made a motion to approve Resolution 2022-001, as read. CM Lobdell seconded the motion. Roll-call vote of all Councilmembers: CW Clarke, I; CM Dugan, I; CM Lobdell, I; CM Mertz, I. Resolution 2022-001 passed as read.*
- f. A discussion was had to coordinate signing of the application, Chief Longo will confirm the necessary signatures and coordinate with Town administration.

X. Committee Reports

a. **Finance Committee:** Chair: Mayor Miller, Co-Chair: Councilman Dugan

- 1. Review and possible discussion on the November 2021 Budget vs. Actual Report.
 - a. FO Helms advised that revenues are at 73% of the budget due to property taxes and ARPA and expenses are only at 24% which has left the Town in a good position as it has not yet reached the 48% target.

b. **Human Resources Committee:** Chair: Mayor Miller

- 1. No report.

c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz

- 1. CM Dugan advised that he coordinated with TM Mangeri and CM Mertz regarding the past snowstorm, as mentioned by TM Mangeri.
- 2. CM Lobdell advised that a tree was blocking the roadway near the entrance to the park. TM Mangeri advised that he has attempted to reach the homeowners to request the remove the tree limbs of concern. TM Mangeri advised that he was

unable to get in contact with the homeowners but would be sending a letter to request the limbs be removed as soon as possible.

3. CM Mertz asked about the progress of the stop sign inventory. TM Mangeri advised that Mayor Miller had been working on the inventory and CM Mertz had been working on a speed sign inventory with Mayor Miller as well.

d. Land Use and Development Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Dugan

1. A status update on the 2020 Comprehensive Plan PLUS review comments.
 - a. TM Mangeri advised that the Planning Commission had the PLUS review comments during his report.

e. Veterans Committee: Chair: Councilwoman Clarke, Co-Chair: Mayor Miller

1. CW Clarke advised that the Veterans committee had their last event in November, and they were pleased with the turnout. The committee is looking forward to coordinating additional plans for events upon the Mayors return.

f. Public Safety Committee: Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke

1. No report.

g. Community Engagement Committee: Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell

1. A discussion and update regarding the reinstatement of the Junior Town Council.
 - a. CM Lobdell advised that he coordinated with the Townsend Elementary teacher to coordinate plans and schedule a meeting, he will also coordinate with CW Clarke.
2. An update regarding December Town events including the Caroling and the Tree Lighting and the Holiday Decoration Contest.
 - a. CM Lobdell shared that the event went well with a turn out of about over 50 participants. CM Lobdell thanked Immanuel United Methodist Church for their choir's contribution as well as the hot chocolate and refreshments. Santa also made an appearance and fun was had by all.
3. Announcement of the 2021 Holiday Decoration Contest Winners.
 - a. CM Lobdell shared that he had reviewed all houses during the weekend of December 18th and had distributed pictures of contestant homes to Council. Council would be reviewing the entries and would get back to Councilman Lobdell with their thoughts. CM Lobdell would announce the winners at the next Council meeting.

h. Parks and Recreation Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Mertz

1. CM Lobdell asked if the tree at the entrance close to the sidewalk blocks the view when in bloom and asked if it could be considered to be removed. TM Mangeri shared that this could be considered in the spring due to the current hardness of the ground. CM Lobdell advised that this should be fine as the tree is not currently in bloom.

2. CM Mertz asked when Council should plan for park clean up activities. TM Mangeri advised that the Town Administration would present a plan to Council to coordinate these efforts. Additionally, TM Mangeri advised that Chief Longo was working to get corrections labor to assist with cleaning up in the park. But, since the removal and replacement of much of the mulch would be a \$10,000- \$12,000 cost or more, this would come to Council around March or April.

i. National Wildlife and Historic Preservation Committee: Chair: Councilwoman Clarke

1. CW Clarke advised that the National Wildlife Certification for 2022 has been renewed and the Mayors Monarch pledge could come back to Council.
2. Regarding Historic Preservation, CW Clarke has reached out to the Historians who presented to the Town in September, and they have provided additional feedback to Town administration and staff, to determine if next steps are necessary.

XI. Citizens Comments & Participation

XII. Recess Council Meeting to Convene Executive Session

- a. *CM Mertz made a motion to Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(6) the Town Council will be meeting in executive session relating to the content of documents excluded from the definition of “public record” in § 10002 of this title where such discussion may disclose the contents of such documents. CM Lobdell seconded the motion. Voice vote of Council: All I’s, no nays.*
- b. *Executive session convened at 9:00 pm.*

XIII. Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(6) the Town Council will be meeting in executive session relating to the content of documents excluded from the definition of “public record” in § 10002 of this title where such discussion may disclose the contents of such documents.

XIV. Close Executive Session & Re-convene Council Meeting.

XV. Adjournment.

- a. *CM Lobdell made a motion to adjourn the meeting. CM Mertz seconded the motion. Vote: Voice vote of Council- all yea’s, no nays.*
- b. *Adjournment at 9:36 pm.*